

Job Description

Production Team Member



This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.

Position Title:		Production Team Member (Material Handler)
Location:		Bowhill, South Australia
Current as of:		August 20
Reports to:		Workshop Team Leader
Direct Reports:		-
Key Relationships:		Peers, Transport providers, Team Leaders, Production Manager

Role Purpose:

As the Materials Handler you will be responsible for the high productivity of the Boweng team through a seamless transition of goods inwards through to fabrication stage, together with accurate & timely loading of finished/outgoing goods, ensuring minimal damage during the transportation process. This role requires initiative and foresight to ensure the correct goods are at the correct place at the correct time.

You have the following key areas of responsibility:

- Material Handling
- People & Culture
- Compliance

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KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
Material Handling	<ul style="list-style-type: none"> ▪ Loading & Unloading trucks ▪ Incoming Goods Inspection ▪ Yard Organisation – ownership of layout and organisation, systematic approach to storage locations and removal of waste ▪ Challenge yourself daily to improve processes, our team is known for meeting challenges with ease and being the best in their field 	<ul style="list-style-type: none"> ▪ Logistics handled efficiently within set budget/timeframe ▪ Visual Inspection of all inwards goods for quality & quantity ▪ Project materials clearly identified ▪ Yard tidy & organised with no waste ▪ Read the play to avoid potential pitfalls
People & Culture	<ul style="list-style-type: none"> ▪ Be proud – Bowhill Engineering is a great place to work, speak positively and recommend it to others ▪ Show pride – maintain safe housekeeping conditions with and around the work area for self and others ▪ Protect Your Mates – display and maintain safe working practices to ensure the safety of others ▪ Be Pro-active - Identify and recommend continuous improvement initiatives, help make our team the best it can be 	<ul style="list-style-type: none"> ▪ Work Space neat, tidy & functional ▪ Safety of self & others ▪ Identification and delivery of continuous improvement initiatives within the team
Compliance	<ul style="list-style-type: none"> ▪ Undertake routine service & maintenance checks for grounds & yard ▪ Contribute to company policies & procedures regarding quality & safety standards 	<ul style="list-style-type: none"> ▪ Ensure requirements for EPA & SafeworkSA maintained ▪ Paperwork filled out in full on time (IFOT)



PRODUCTION BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Adaptable	<ul style="list-style-type: none"> ▪ Demonstrates the ability to handle a broad range of different tasks and assignments ▪ Adjusts quickly to different work environments ▪ Changes priorities when required without irritation
Reliable	<ul style="list-style-type: none"> ▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected ▪ Maintains high level of character and a professional attitude the role
Engaged	<ul style="list-style-type: none"> ▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected
Skillful	<ul style="list-style-type: none"> ▪ Remains up to date with the latest technologies and development in area of expertise ▪ Is able to identify the skills required for personal growth and development ▪ Is committed to continuous learning and self-improvement
Initiative	<ul style="list-style-type: none"> ▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes ▪ Is hard working and self-motivated ▪ Identifies and acts on better ways to do things
Team Player	<ul style="list-style-type: none"> ▪ Assists team members to ensure all responsibilities are met, and seeks assistance as required ▪ Is courteous and treats others with respect ▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members
Communication	<ul style="list-style-type: none"> ▪ Communicates positively and professionally with team members and customers at all times ▪ Communicates verbally and in written form with clarity ▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information

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BOWHILL ENGINEERING VALUES

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- Safety and health is our highest priority
 - We value honesty, integrity and ethical behaviour
 - We value technology, innovation and quality
 - We value the creating and building of worthwhile things
 - We respect people, the environment and the community
 - We value maintaining work and lifestyle balance
 - Working with or working for Bowhill Engineering should be satisfying, fulfilling and profitable
 - When we deliver on the above we deserve to make a fair profit
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BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
<ul style="list-style-type: none">▪ Honesty	<ul style="list-style-type: none">▪ Dishonesty
<ul style="list-style-type: none">▪ Teamwork	<ul style="list-style-type: none">▪ Negativity
<ul style="list-style-type: none">▪ Respect	<ul style="list-style-type: none">▪ Backstabbing
<ul style="list-style-type: none">▪ Patience and Tolerance	<ul style="list-style-type: none">▪ Intimidation
<ul style="list-style-type: none">▪ Work life balance	<ul style="list-style-type: none">▪ Handballing

DESIRABLE REQUIREMENTS

QUALIFICATIONS

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- High Risk License (Forklift, Rigging)
 - Heavy Vehicle Licence (HR, HC)
 - Elevated Work Platform (EWP) Yellow Card
 - Working at Heights certification
 - Workzone Traffic Management
 - White Card
 - Drivers License
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EXPERIENCE

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- Forklift operation
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